

SCHOHARIE COUNTY CLASSIFICATION SPECIFICATION

Class Title: **SENIOR SOCIAL SERVICES INVESTIGATOR**

Jurisdictional Class: **Competitive**
Date Adopted: **11/9/81**
Date Revised: **5/11/87**
Jurisdictions: **County**
Union Status: **CSEA**
Pay Grade: **17**

DISTINGUISHING FEATURES OF THE CLASS: This is an administrative position involving responsibility for supervising investigative functions of a local Social Services District. Direct supervision is usually exercised over Social Services investigators with wide leeway allowed for developing and implementing investigative procedures for the agency. Senior investigators have gained an expertise to handle more complex problems and situations with less direct supervision. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Establishes procedures for the intake and assignment of cases;
Establishes and implements procedures for conducting investigations in a local district;
Reviews investigation files and forms prior to submitting forms to appropriate State and local departments and/or legislative bodies of county governments;
Establishes and maintains an effective working relationship with appropriate local agencies and officials;
Oversees and participates in the training of staff in investigation procedures and techniques;
May act as the representative of the local district in court proceedings involving unit-related activities (i.e. alleged fraud);
Assists in establishing and implementing procedures for receiving and transmitting pertinent case information between the investigation unit and appropriate units within the agency;
Acts as Social Services Department representative and liaison person with various community agencies and at conferences and public meetings, etc. as delegated by the Director and/or Commissioner of Social Services.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Thorough knowledge of investigative techniques used in determining the location and financial status of individuals; good knowledge of Federal and State Social Services laws, rules and regulations as they apply to Social Services programs; ability to plan, direct and accept responsibility for the work of others; ability to prepare clear and accurate records and reports; ability to establish effective working relationships with others.

MINIMUM QUALIFICATIONS:

- (A) Graduation from high school or possession of a high school equivalency diploma and five (5) years of investigative experience of which three (3) years must have been in field investigations; **OR**
- (B) Graduation from a regionally accredited or New York State registered two (2) year college with an Associate's degree in Criminal Justice and three (3) years investigative experience which must have involved responsibility for field investigations; **OR**
- (C) An equivalent combination of training and experience as defined by the limits of (A) and (B) above.

Last Reviewed: n/a
Last Updated: 05/11/87
Reviewed By: n/a
Last Reallocated: n/a

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NOTE: Part-time employment can be pro-rated to count towards fulltime. Example: six (6) months PT equals three (3) months FT and a higher level of education can be pro-rated for experience up to a year.

NOTE: This class requires extensive travel. Incumbents will be required to possess a valid, appropriate level, New York State Motor Vehicle operator's license, or otherwise demonstrate the ability to meet the travel needs of the job.

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